

USAJOBS



OPEN CONTINUOUS ANNOUNCEMENTS

BOP-Careers

User Guide - AUGUST 2006



Open Continuous Announcement System

As we continue to move toward a more simplified approach to Federal employment, the Bureau of Prisons implemented a revised Open Continuous Announcement System, effective April 17, 2006.

We are confident that this new online open continuous process will provide employees with a faster and easier way to apply for the following vacancies:

Captain, GS-0007-13
Captain, GS-0007-12
Captain, GS-0007-11
Lieutenant, GS-0007-09/11 (USP only)
Lieutenant, GS-0007-11
Lieutenant, GS-0007-09

Applicants who wish to apply for any of these positions will complete an online open continuous application for each type of position and grade level for which they wish to be considered.

How does the new open continuous system work?

The new system will be an automated BOP-Careers System application process. Applicants will answer vacancy specific questions necessary to evaluate individual qualifications for the specific job to which they are applying. Applicants are given a set of examples which closely describes experience related to each job-specific

KSA. Applicants will be prompted to select the example that best resembles their level of experience and/or expertise. If none of the examples appear similar, the applicant may provide a narrative response that best describes their specialized experience and/or education. When completed, the information provided in USAJOBS and the answers to the questions will become their application. At each cut-off date, the Human Resource Specialist uses the BOP-Careers System to identify well-qualified candidates and refer them for consideration for the vacancy.

Under the new open continuous BOP-Careers System, applications are submitted electronically, saving the applicant duplicating and mailing costs.



Must I apply online?

Yes. You must first register on USAJOBS (www.usajobs.gov) and complete your Federal résumé in order to apply for an open continuous announcement.

How often can I apply?

You can apply anytime during the open period of the announcement. Online applications must be submitted by 11:59 p.m. (E.S.T.) on April 16th of each year.

Can a displaced employee apply under the open continuous announcement?

Yes. Any employee may apply to an open continuous announcement under merit promotion. However, being

displaced will not make you eligible for any priority consideration under the merit promotion procedures.

What are the eligibility requirements for a position announced under the open continuous system?

Applicants will be considered eligible for the position if they meet the minimum qualification requirements and the time-in-grade restrictions, at the time of application. For time-in-grade, you must complete a minimum of 52 weeks at the next lower grade level. Applicants who fail to meet the minimum requirements and time-in-grade restrictions will not be considered eligible and will be notified via email of their ineligibility.


Can I submit a paper application?

No. BOP employees must complete an online application.

How do I search for open continuous announcements?

Go to www.usajobs.gov.



1. Click 
2. You will be given the following options:
 - Basic Search
 - Agency Search
 - Series Search

- Advanced Search
- Senior Executive Search

NOTE: To view jobs announced under Open Continuous, answer yes to "Applicant Eligibility" question before you click "search for jobs."

3. Select appropriate search and click 
4. Select a vacancy and click



What is the open period for an open continuous announcement?

Applicants may apply to an open continuous announcement anytime between April 17th of the current year through April 16th of the following year.

What is a cut-off date?



All applications submitted prior to the cut-off date will receive consideration for certification. Cut-off dates will be listed in the vacancy announcement and will be used to meet the immediate needs of institutions desiring to fill vacant positions. The following are the cut-off dates:

May 16 th	November 16 th
June 16 th	December 15 th
July 17 th	January 16 th
August 16 th	February 16 th
September 15 th	March 16 th
October 16 th	

If I miss a cut-off date, how long will I have to wait before I can receive consideration?

Cut-off dates will be established every 30 days. If you miss a cut-off date, you will not be considered for a vacant position until the following cut-off date (30 days later).

Can I update my institution preferences after a cut-off date?

Yes. You can update your institution preferences at any time. However, if the changes are made after the cut-off date, the preference changes will apply to the following consideration period for certification. If you need to withdraw an institution preference, you must send an email to GRA-HRM/ConsolidationStaffingUnit@bop.gov. Your message must include the vacancy announcement number, position title, and statement indicating your request to withdraw your institution preference(s).

If I am presently a Senior Officer Specialist, GS-8, and am interested in applying for a promotion to a GS-9 Lieutenant at any facility, what vacancy announcement(s) should I apply to?

Current GS-8 employees interested in a promotion to any facility (including USP's) should submit an online application to the vacancy for GS-9/11 (USP only) and GS-9 Lieutenant.

Can I apply to multiple open continuous vacancy announcements?

Yes. You can apply to multiple open continuous vacancy announcements for which you are eligible.

When am I required to complete the KSA section in the vacancy announcement?



You must select an answer to each KSA question if you are applying for a position that has higher promotion potential than what you currently hold or have previously held (i.e., if you are a GS-8 Correctional Officer applying for a GS-9 Lieutenant and you have never held a GS-9 position, you will need to complete KSAs).

How will I be able to update my application?

You may access your completed application/resume anytime by using the USAJOBS Website. Once accessed, you can update or make changes to your application.

If I am not selected for a position, will I have to re-apply to receive further consideration?

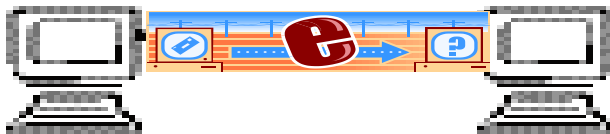
No. You will continue to receive consideration for any position for which you have applied until you are selected or until you withdraw your application.

Once I complete my online application, should I retain a copy?

Yes, you should retain all copies of the application process for your records including the vacancy announcement, resume, and application confirmation page. Prior to completing your application, you will be given the option to have a copy of your application sent to you via email.

How will I know that my application was received?

Once you have completed your application, you will be returned to the USAJOBS site and will receive confirmation that your application has been sent for consideration on the vacancy announcement. You can review your applications online when you login to USAJOBS and select "Track your online job applications." This will allow you to view your USAJOBS online application history.



How can I see which positions I have applied for or find out the status of a vacancy?

There are two methods for tracking your application. First, you can print the application confirmation screen from USAJOBS when you complete the application process. Second, you can request to receive a copy of your responses to the application questions and a copy of your resume through

BOP-Careers. When you finish applying for jobs, select "I would like a copy of my application emailed to me" and click "Finished."

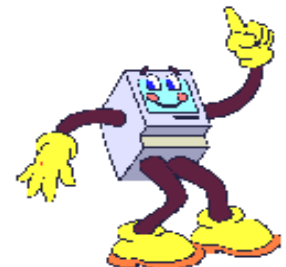
How do I remove my name from consideration after I have applied to an open continuous announcement?

To remove your name from consideration you must send an email to GRA-HRM/ConsolidatedStaffingUnit@bop.gov. Your message must include the vacancy announcement number, position title, and a statement indicating your request to withdraw your application from consideration.

Who do I contact if I have questions about the application process?

If you have any questions about the application process, please contact the Consolidated Staffing Unit by calling (972) 352-4200 or via email at the following address:

GRA-HRM/ConsolidatedStaffingUnit@bop.gov



Resume

Day Phone:

Evening Phone:

Fax:

Email:

Social Security Number:

Country of citizenship: United States of America

Veterans' Preference: 5-point preference based on active duty in the U.S. Armed Forces

Highest Grade:

Contact Current Employer: Yes

AVAILABILITY

Job Type:

Permanent

Work Schedule:

Full Time

DESIRED LOCATIONS

WORK EXPERIENCE

Federal Correctional Institution

US

10/2001 - Present

Grade Level: GS-11

Salary: \$64,120 USD Per Year

Hours per week: 40

Lieutenant, 0007

~~From~~ December 2004 to the present, I have been the Acting Special Investigative Agent. My accomplishments and skills during this time period include the following. I coordinate with the Office of Internal Affairs to conduct and manage complex staff misconduct investigations. I conduct and supervise investigations regarding complex criminal matters including homicide, serious assaults and narcotics introduction. I supervise referral of investigations for prosecution of crimes including serious assaults and threats to government officials leading to inmates receiving additional sentences. I assisted in preparation of a homicide case currently pending prosecution and in an after action review of the incident. I participated in an after action review of an attempted escape by an inmate. I collect, analyze and disseminate intelligence regarding individual inmate activities and trends and intelligence regarding the activities of security threat groups including international terrorists and dangerous disruptive groups. I supervise the preparation and presentation of training material for Annual Refresher Training, Institution Familiarization, and specialized training on drug interdiction, phone monitoring, crime scene management and evidence handling. I insure staff receive regular training regarding security threat groups and proactive measures to prevent inmate illicit activities. I developed an evidence handling cadre and insured they received training to process evidence in the absence of investigative staff. I supervise and guide staff

regarding problems of custody and enforcement of regulations and policy. I encourage security awareness and knowledge of policy, regulations and procedure. I provide intelligence analysis for the Captain and Executive Staff that assists in enhancing institution security. I conduct weekly formal intelligence briefings for executive staff. I supervise and conduct regular liaison with other law enforcement agencies for intelligence sharing and criminal investigations and prosecutions. I insure the appropriate dissemination of locally developed intelligence to national leadership and other agencies. I supervise daily operations such as management of the urine surveillance program, alcohol testing, ion-spectrometer testing, visiting room video surveillance to prevent drug introduction, mail monitoring, phone monitoring and inmate financial monitoring. I evaluate the performance of operations and programs to maintain high standards of effectiveness.

Contact Supervisor: Yes

Supervisor's Name: Gary Supervisor

Supervisor's Phone: 444-565-9898

Federal Correctional Institution

US

2/2005 - 5/2005

Grade Level:

Salary: USD Per Year

Hours per week: 40

Special Investigative Agent, 0006

I received a temporary promotion to GS-12 Special Investigative Agent from February 2005 through May 2005. My accomplishments and skills during this time period include the following. I coordinated with the Office of Internal Affairs to conduct and manage complex staff misconduct investigations. I supervised and conducted complex investigations into criminal activities. I supervised referral of criminal cases for prosecution for crimes including serious assault and threats to government officials. I collected, analyzed and disseminated intelligence regarding individual inmate activities and trends and intelligence regarding the activities of security threat groups including international terrorists and dangerous disruptive groups. I supervised the preparation and presentation of training material for specialized training on drug interdiction, phone monitoring, crime scene management and evidence handling. I insured staff received training regarding security threat groups and proactive measures to prevent inmate illicit activities. I provided intelligence analysis for the Captain and Executive Staff that assisted in enhancing institution security. I supervised and conducted regular liaison with other law enforcement agencies and I insured the appropriate dissemination of locally developed intelligence to national leadership and other agencies. I supervised daily operations such as management of the urine surveillance program, alcohol testing, ion-spectrometer testing, visiting room video surveillance to prevent drug introduction, mail monitoring, phone monitoring and inmate financial monitoring. I evaluated the performance of SIS Operations to insure high standards of effectiveness.

Contact Supervisor: Yes

Supervisor's Name: Gary Supervisor

Supervisor's Phone: 444-565-9898

Federal Correctional Institution

US

5/1999 - 10/2001

Grade Level:

Salary: USD Per Year

Hours per week: 40

Lieutenant, 0007

I was the SIS Lieutenant from December 1999 through September 2001. My accomplishments and skills during this time period include the following. In 2000 I assisted in preparation for trial and provided expert testimony in court regarding an escape case that resulted in inmates receiving additional sentences. I coordinated with the Office of Internal Affairs to conduct and manage complex staff misconduct investigations. I conducted complex investigations which resulted in criminal cases against inmates. I referred criminal cases for prosecution for crimes including serious assaults which resulted in inmates receiving additional sentences. I collected, analyzed and disseminated intelligence regarding individual inmate activities and trends and intelligence regarding the activities of security threat groups. I prepared and presented training material for Annual Refresher Training, Institution Familiarization, and specialized training on drug interdiction, phone monitoring, crime scene management and evidence handling. I insured staff received training regarding security threat groups and proactive measures to prevent inmate illicit activities. I provided intelligence analysis for the Captain and Executive Staff that assisted in enhancing institution security. I conducted weekly formal intelligence briefings for executive staff. I conducted liaison with other law enforcement agencies and insured the appropriate dissemination of locally developed intelligence to national leadership and other agencies. I supervised staff in daily operations such as management of the urine surveillance program, alcohol testing, visiting room video surveillance to prevent drug introduction, mail monitoring, phone monitoring and inmate financial monitoring. I evaluated the performance of all local SIS programs for high standards of effectiveness.

Contact Supervisor: Yes

Supervisor's Name: Sally Doe

Supervisor's Phone: 333-555-6899

Federal Correctional Institution

US

1/2001 - 2/2001

Grade Level:

Salary: USD Per Year

Hours per week: 40

Interim Captain, 0007

I received a temporary promotion to Interim Captain. I supervised the Correctional Services Department including SIS Operations just prior to program review to insure compliance with policy resulting in a program review rating of good.

Contact Supervisor: Yes

Supervisor's Name: Tom Supervisor

Supervisor's Phone: 577-777-7888

Federal Correctional Institution

US

8/1987 - 5/1999

Grade Level:

Salary: USD Per Year

Hours per week: 40

Correctional Officer, 0007

I performed the duties of correctional posts with responsibility for handling problems of security and discipline. I counseled inmates and advised them regarding regulations. I provided training and guidance to other staff to accomplish correctional tasks such as inmate accountability, searches, security inspections, tool and key control as well as other duties as required. I communicated verbally and in writing. I relayed pertinent information to other staff when appropriate. I kept my supervisors informed and documented suspicious inmate behavior. I recorded for future reference the completion of correctional activities and programs. I completed written reports suitable for use in court. I made sound decisions during emergencies while adhering to policy. I dealt effectively with employees, managers, the public, officials from other agencies and inmates.

Contact Supervisor: Yes

Supervisor's Name: Dave Boss

Supervisor's Phone: 655-558-4477

EDUCATION

Carlson College

Illinois

US

Associate Degree, 5/1987

43 Semester Hours

West College

Missouri

US

Some College Coursework Completed, 5/1975

36 Semester Hours

Major: Physics/Chemistry

Fairbanks High School

Tennessee

US

High School or equivalent, 5/1974

JOB RELATED TRAINING

International Terrorist Training (M.S.T.C. Aurora, CO)

September 2005.

Captains/S.I.S. Conference/Training (St. Louis, MO) July 2001.

South Dakota Law Enforcement Coordinating Committee Conference (Sioux Falls, SD)
November 2000.

S.I.S. Training (M.S.T.C. Aurora, CO) December 1999.

REFERENCES

Reference # 1

County Jail

County Jail Administrator

Phone Number: 455-559-9988

Reference Type: Professional

Reference # 2

County Jail

Jail Officer

Phone Number: 455-559-9987

Reference Type: Professional

Reference # 3

Phone Number: 617-655-5542

Reference Type: Personal

Resume

Day Phone:

Evening Phone:

Email:

Social Security Number:

Country of citizenship: United States of America

Veterans' Preference: 5-point preference based on active duty in the U.S. Armed Forces

Registered for Selective Service

Highest Grade:

Contact Current Employer: Yes

AVAILABILITY

Job Type:

Permanent

Work Schedule:

Full Time

Shift Work

DESIRED LOCATIONS

WORK EXPERIENCE

Federal Correctional Institution

US

4/2006 - Present

Grade Level:

Hours per week: 40

~~Correctional~~ Officer, 0007

Supervise inmates in their living areas, recreation activities, and visiting. Conduct searches of inmates, their property, their living areas, and common use areas, for contraband and safety violations. Enforce institutional rules and Bureau of Prisons policies and procedures. Interact with inmates on a day to day basis and establish a working rapport with offenders, allowing me to recognize and report signs of discord among inmates and potential security problems. Inspect keys, locks, and security devices, for signs of wear, tampering, or other compromise, and report results to the proper authority to quickly correct any deficiencies. Maintain accountability of inmates by conducting official counts, random census counts, by issuing and maintaining a limited pass system, and by supervising periods of open inmate movement. Maintain logs, incident reports, daily inspection reports, and other written documentation of daily activities, for legal and historical records. Assisted in preventing an inmate from escaping from the visiting room, despite his well planned and executed attempt.

Contact Supervisor: Yes
Supervisor's Name: Lieutenant
Supervisor's Phone: 555-662-3366

Department of Corrections
City, State
US

4/1999 - 4/2000

Hours per week: 40

Correctional Officer

Supervise inmates in their living areas, work details, common use areas, and recreation areas.

Conduct searches of inmates, their property, and their living areas for drugs, weapons, and other contraband.

Maintain accountability of inmates by conducting formal and informal counts and supervising periods of open inmate movement.

Conduct inspections of keys, locks and other safety and security devices for signs of wear, breakage or tampering and making proper notifications to effect timely repairs and prevent injury or escape.

Department of Corrections
City, State
US

11/1995 - 8/1998

Hours per week: 42

Correctional Officer

Supervise prisoners in maximum security corrections center.

Enforce rules, regulations, and procedures.

Operate Control rooms.

Maintain security of the facility by patrolling the perimeter or observing prisoner movement from an armed tower.

Supervise prisoners in their assigned housing unit, including ; conducting searches of cells, supervising mass movements, supervising meal service, resolving problems related to living in confinement.

Supervise prisoners in the gymnasium or recreation yard.

Last assigned to the segregation unit, a locked down unit housing administrative/punitive segregation inmates and Maximum security/maximum custody prisoners.

U.S. Army
Ft. Base, State
US

2/1992 - 7/1995

Hours per week: 40

Prisoner Employment Supervisor

Coordinate, assign, and supervise prisoner work activities outside the institution.

Enforce rules, regulations and procedures.

Maintain records of work performed and provide statistical data to superiors.

Maintain security of prisoners in diverse working environments.

Supervise prisoner's use of tools and equipment, ensuring safety and security of the prisoners and the general public.

Assigned to develop and implement Hazardous Materials/Waste policy for the facility.
Later adapted for use by the entire law enforcement command.

U.S. Army

Ft. Base, State

US

2/1992 - 4/1993

Hours per week: 48+

Shift Supervisor

Supervise Correctional Officers in the daily operation of military short term confinement facility/intake facility.

Prepare work schedules and evaluate performance of subordinates.

Conduct training for newly assigned personnel.

Prepare and review facility records and reports, review intake forms and provide initial classification for new prisoners. Arrange for transportation to court, medical appointments, and other outside requirements including briefing escort guards in the requirements of their duties.

supervise meals, counts, recreation, and visiting.

enforce rules, regulations, and procedures.

Chosen to lead four man team, when a dangerous and unstable prisoner required extended hospitalization outside the state for mental health evaluation.

U.S. Army

Correctional Center,

City, State

US

7/1988 - 2/1992

Hours per week: 45+

Correctional NCO

Maintain custody and control of prisoners in a military short/ medium term confinement/intake facility.

Supervise prisoners daily activities including, meals, recreation, visiting, work activities, and housing areas.

Enforce rules and regulations.

Supervise prisoners in segregation.

Prepare facility records and reports.

In-process new confinees.

12/1987 - 6/1988

Hours per week: 48

Military Police Desk Sergeant

Supervise police activities for a military community of 40,000 in an overseas area, on five separate installations.

Responsible for the conduct of 20 police patrolmen.

Operate the police desk, including;receiving, recording, processing, and reporting complaints. referring them to appropriate agency for investigation.

Dispatch patrols, and oversee disposition of offenders.

Supervise, train, and evaluate the performance of desk crew including a clerk and dispatcher.

U.S. Army, Law enforcement activity.

City, State

US

10/1984 - 12/1987

Hours per week: 48

Military Police Patrolman/Investigator

Enforce traffic regulations and criminal laws.

Investigate traffic accidents.

Provide physical security for designated individuals, facilities, and equipment.

Participated in riot/crowd control operations.

Apprehended offenders and conducted initial investigations.

Prepared written reports.

Testified in court proceedings.

Attended Military Police Investigators course where I learned advanced investigation techniques; Crime scene investigation, photography, fingerprint and evidence collection, legal requirements, and interview and interrogation techniques.

EDUCATION

Eastern State University

Utah

US

Some College Coursework Completed

29 Semester Hours

Relevant Coursework, Licensures and Certifications:

Criminal Investigative Techniques

Correctional Administration

Correctional Operations

Personnel Management

JOB RELATED TRAINING

Introduction to Correctional Techniques, Federal Law Enforcement Training Center, Glynco GA., 5/2000, (Honor Graduate)

Florida Department of Law Enforcement Basic Correctional Officer Certification course,
Lake Technical Center-Kenneth Bragg Campus., 11/1999

First/Second line Jail Supervisor's Training Program.(Correspondence), National
Sheriff's Association, Alexandria VA., 10/1996

Basic Correctional Officer Academy, State Department of Corrections Training
Center, 11/1995

Military Police Investigator Course, 12/1985

Basic Military Police Course, 10/1984

U.S. Army Military Police School

REFERENCES

Reference #1
State, DOC
Deputy Warden
Phone Number: 555-666-8888
Reference Type: Professional

Reference #2
Phone Number: 232-565-8987
Reference Type: Personal

Reference #3
Federal Correctional Institution
Correctional Officer
Phone Number: 232-668-7895
Reference Type: Professional

ADDITIONAL INFORMATION

Familiar with current computerized visiting program, video monitoring program,
Intruder telephone monitoring program, SENTRY program, and NCIC.

School trained in investigative techniques, Evidence recognition, collection,
preservation, and chain of custody. Crime scene processing, sketches, photography,
photo logs and documentation. Trained to conduct interviews and interrogations,
maintain investigative notes, and present information at trial.

Resume

Day Phone:

Evening Phone:

Email:

Social Security Number:

Country of citizenship: United States of America

Veterans' Preference: No

Highest Grade:

Contact Current Employer: Yes

AVAILABILITY

Job Type:

Permanent

Work Schedule:

Full Time

WORK EXPERIENCE

FEDERAL CORRECTIONAL COMPLEX

US

12/2004 - Present

Grade Level:

Salary: USD Per Year

Hours per week: 40

Discipline Hearing Officer, 0006

I conduct administrative, fact finding hearings concerning alleged acts of misconduct at a Federal Correctional Complex consisting of a Medium security level facility, a Low security level facility, and a Minimum security Satellite Camp. I review incident reports, decide which witnesses need to be called, take and record testimony relevant to the charges, obtain, review, and weigh evidence, and determine whether or not the allegations of misconduct are supported by the evidence presented. I impose disciplinary sanctions based upon, but not limited to the nature of offense, and impose sanctions in accordance with the Code of Federal Regulations. I am involved in the training of two alternate DHOs and I indirectly supervise the DHO secretary. I prepare dockets to schedule 20 to 35 inmate hearings weekly, and I ensure the requested Staff Representatives and witnesses are present for the hearings. I prepare DHO reports upon completion of the hearings and I ensure the associate wardens and Warden review my findings and sanctions when imposed. I load required information into the Sentry database upon completion of the hearing process. I serve as a presence on the Complex compounds by standing mainline and making rounds of the general and special housing units. I attend weekly SHU review meetings to ensure an inmate's disciplinary status is accurately reflected. I provide training to Correctional Programs and Correctional Services staff preparing for UDC and IDC certifications. I interact with the Captain and the lieutenants to ensure consistency of discipline standards and I provide guidance on managing inmates to staff throughout the institution. I interact regularly with the SIA and investigative staff to ensure intelligence information, such as gang affiliations or tension, gathered during the hearings can be assessed and monitored if appropriate. I teach the Incident Report, Logs, and Memoranda curriculum and Managing

Sexual Predators course during Annual Refresher Training and Institution Familiarization, as well as portions of the Introduction to Supervision course. Accomplishments: As the Complex's first full-time DHO, I established local procedures for preparing and processing incident reports for hearings. I instituted a checklist to assist investigating lieutenants and another to help UDC members in preparing packets for cases referred to the DHO. I process 20 to 35 cases weekly and complete my DHO Hearing Reports within 2 days of the hearing, ensuring I am in compliance with the 10 day standard required by policy. I assisted in the identification and acquisition of state-of-the-art equipment for the Complex's two Command Centers, Tactical Operations Centers and Hostage Negotiation Centers. I served as a reviewer for the Correctional Services and Psychology Services 2005 Operational Reviews. Collaterally, I serve as the Staff Mentoring Program Coordinator for a program with 26 Mentors and 40 Proteges.

Contact Supervisor: Yes

Supervisor's Name: Mr. Supervisor

Supervisor's Phone: (123) 456-7890

FEDERAL PRISON CAMP

US

2/2002 - 12/2004

Salary: USD Per Year

Hours per week: 40

Intensive Confinement Center Administrator

I was responsible for oversight, management, and direction of a six-month specialized "boot camp" program for minimum security, female offenders. I directly supervised 5 supervisory correctional officers, four unit management staff, two recreation specialists, and indirectly supervised two teachers and a host of volunteer staff supporting this 24 hour operation. I prepared quarterly staff schedules and the annual leave schedule. I completed departmental training needs assessments and assisted staff in preparing their individual assessments. I monitored the program pipeline for new commitments and inmates transferring from other institutions for program participation.

I conducted regular staff meetings and individual feedback sessions with my staff. I directed programming to ensure quality courses and activities were offered 6 days a week, 17 hours a day. I counseled inmate participants when behavioral or emotional problems adversely impacted their programming, and I chaired Unit Discipline Committee proceedings. I participated in initial classification and 3 month program reviews with the inmates. I maintained responsibility for inmate community work details and conducted site visits to ensure inmate behavior while in the community was appropriate.

I was responsible for coordinating the cost-effective movement of inmates from the program to halfway houses throughout the nation. As program administrators, I managed three cost centers. I prepared correspondence to judicial officials, attorneys, and prospective program participants. As a member of the Executive Staff, I assisted in developing institutional goals, policy, and procedure. I observed operations throughout the institution and provided feedback/recommendations when problems were noted. I interacted with inmates by making rounds throughout the institution and by standing mainline. I was the institution's Affirmative Action Committee Chairperson and alternate Public Information Officer. I prepared the quarterly Institution

Overview report to the South Central Regional Office. I sat on panel interviews and was a member of the institution's Training Committee. I served on the Community Relations Board. Accomplishments: With limited funds and resources, I identified and developed quality programming for the program participants. I developed a "win-win" partnership with Habitat for Humanity which resulted in inmates helping to build more than 30 homes in the local community. Similar "no cost" opportunities were established and maintained with the local food bank, hospice, and Mental Health/Mental Retardation.

I implemented programming that empowered the female inmates, increasing their self-esteem. I coordinated Mock Job interviews with members of the local business community. I conducted graduation ceremonies for 13 classes and hosted the program's 10th anniversary festivities.

FEDERAL CORRECTIONAL INSTITUTION

US

9/1999 - 2/2002

Salary: USD Per Year

Hours per week: 40

Unit Manager

I was responsible for the operations and management of a medium security level unit designed to house approximately 600 male offenders assigned to four living areas. I oversaw the performance of 4 case managers, 3 correctional counselors, and 2 unit secretaries, and I provided guidance and input to the officers on post in the unit's 4 housing pods. I monitored the status of work requests to ensure timely completion of repairs. I obtained and monitored the distribution of unit sanitation supplies, and I conducted regular sanitation inspections to ensure a healthy and safe living environment. I oversaw a \$4.0K budget used primarily for office supplies and copier contracts. I reviewed the status of inmate cases and chaired inmate classification/program review meetings. I ensured inmate reviews were timely, and that realistic and measurable goals were established for each inmate assigned to my unit. I ensured these goals were appropriately articulated to the inmates and that an inmate's progress towards meeting these goals was tracked. I chaired inmate discipline committee hearings, counseled inmates on appropriate institutional adjustment and conduct, and assisted inmates in resolving issues that are unique to a correctional environment. I conducted social screenings upon an inmate's arrival to the institution and I reviewed protective custody requests to identify potential security threats. I served as an institution duty officer and, in this capacity, directed staff activities after hours and during emergent situations. I made notification to the administrative duty officer and the Regional Office when appropriate. Accomplishments: In addition to my duties as a unit manager, I acted for more than 5 months as Camp Administrator for a minimum security, 200+ female facility. During the FCI's activation, I developed/oversaw the Population Management Plan which allowed for equal distribution of inmates by race, ethnicity, age, and special program needs throughout the institution's 12 housing pods. The plan was credited with minimizing inmate group conflicts during the critical activation phase. I chaired a special committee to address the serious issue of inmate idleness and the accountability problems that resulted. The efforts of this committee aided in identifying additional work/program

opportunities that minimized idleness in a cost-effective manner. I developed a 3-day retreat for unit management staff prior to the activation to train new staff and standardize correctional programs and procedures throughout the discipline. I authored and/or edited every institution supplement relating to unit management and the CMC, as well as supplements for other disciplines.

UNITED STATES PENITENTIARY

US

11/1997 - 9/1999

Salary: USD Per Year

Hours per week: 40

Assistant Case Management Coordinator

Under the supervision of the Associate Warden, Programs, and the Case Management Coordinator, I assisted the institution administration by maintaining a current knowledge of case management techniques and resources available in order to provide accurate assistance and information to staff in the direction of correctional programming policy. I assisted in the formulation of institutional supplements to ensure policy was properly implemented at the institution level in case management. I signed procedural memos and conducted training for affected staff. I provided technical assistance and served as a resource for institution staff in case management and related areas. I conducted regular meetings with case managers and unit staff in order to present the administration's position on policy and procedures. I supervised case manager training during the on-the-job training period and supervised their case management development plan, a requirement before a case manager can be promoted to the GS-9 or GS-11 level. In the absence of the Case Management Coordinator, I attended the Warden's department head meetings and vouchered institution case managers. I served as the primary administrator of the Central Inmate Monitoring Program, providing direction, technical expertise, and review to ensure policy compliance.

COMMUNITY CORRECTIONS OFFICE

US

9/1996 - 11/1997

Salary: USD Per Year

Hours per week: 40

Community Corrections Correctional Treatment Speci

I was responsible for processing designations and community corrections center (CCC) referrals for the nation's largest sentencing district. I communicated directly with staff throughout the agency, including staff in the Regional Office, Community Corrections offices, and institution staff, as well as personnel from the U.S. Parole Commission, U.S. Marshal's offices; U.S. Probation offices, U.S. Attorney offices, and Federal Public Defenders throughout the country. I additionally provided assistance to and oversight of staff at the 6 contract facilities in the Central District of California. In processing inmate initial designations, I was responsible for obtaining designation materials, reviewing case information, and gathering additional information that were related to safety and

security of the inmate and designated facility. In processing CCC referrals and making placements for inmates housed in federal institutions, those public law offenders referred by the Probation Office, and offenders who were directly committed by the courts, I closely evaluated the availability of bedspace to ensure offenders were given the maximum time in the CCC that was possible. I worked closely with institution staff when changes to placement dates were needed or an inmates suitability for a CCC changed. I served as a resource for the Community Corrections Manager and contract staff in the areas of Central Inmate Monitoring and Witness Security cases. I assisted contract staff in the development of individual programs for inmates and I generally oversaw the performance of the contractors as they related to case management duties. When problems were noted, I notified the CCM and the Oversight Specialist so that corrective measures could be initiated, and I frequently provided input on the nature of the corrective measure to ensure policy compliance. I processed inmate requests for driving privileges, marriages, furloughs, home confinement, and other activities. I updated classification status on CCC failures and coordinated with halfway house staff and the U.S. Marshals when a return to custody was necessary. I performed all case management activities for inmates who were directly committed to the CCC by the court, including initial classification, entering Sentry data, making Victim/Witness Notifications and Notifications of Prisoner Release. Accomplishments: A June 1997 Technical Assistance visit noted that all designations were completed in a manner that well-exceeded policy standards and time frames. That same review noted the exceptional timeliness of my processing of CCC referrals, an especially significant accomplishment as the Long Beach office processed 10% of all Bureau of Prisons CCC placements that year. I prepared and presented Annual Refresher Training and Community Corrections Training to staff at several institutions in Southern and Central California.

FEDERAL CORRECTIONAL INSTITUTION

US

5/1994 - 9/1996

Salary: USD Per Year

Hours per week: 40

Correctional Treatment Specialist

I was responsible for developing program plans and establishing goals for 140 - 150 medium security level prison inmates of various racial, ethnic, and cultural backgrounds. I conducted initial classifications and regular program reviews that were effective and covered the period of incarceration in order to assess and address each inmate's individual security, custody, and program needs. I applied various Bureau of Prisons' policies and programs, to include Victim/Witness Notification, Central Inmate Monitoring, Security Designation and Custody Classification, Inmate Discipline, Inmate Financial Responsibility, and Release Preparation, in order to ensure inmates properly transition from initial commitment to release. I regularly monitored inmate cases to ensure inmates were referred for transfer, programming, or treatment when appropriate. I directly supervised and maintained accountability for inmates. I Enforced rules and regulations that relate to inmate conduct, housing unit management, and the orderly running of the institution. I imposed disciplinary action or made referrals to higher disciplinary authorities as appropriate. I conducted inmate interviews and compiled information in relation to institutional security, to include protective custody status requests and mass interviews with inmates following institutional incidents or disturbances. I collected and interpreted data and information from various sources,

such as judicial and law enforcement agencies, to ensure sound correctional management of inmates. I prepared formal written responses to judges, other criminal justice agencies, and the general public on behalf of the Warden and Executive Staff. I conducted audits and program evaluations relating to case and unit management activities. I responded to emergency and disturbance situations when necessary to ensure the security/safety of the institution is maintained. I acted as the unit manager in his absence, overseeing the orderly running of the unit and the 280 - 300 inmates assigned. As a collateral duty, I was responsible for pre-arrival screening of inmates who are designated to FCI Pekin to ensure the placement is appropriate. I was also collaterally responsible for maintaining racial and ethnic balance throughout the facility's four housing units by tracking population and making unit assignments when inmates arrive at the institution. I assisted in the preparation for and presentation of pre-release seminars that incorporated community agencies such as the U. S. Probation Office, Social Security Administration, Community Corrections agencies, and Public Aid Department, to transition inmates back into the community.

EDUCATION

U.S. Air Force Squadron Officers School

US

Professional, 6/1990

Relevant Coursework, Licensures and Certifications:

Leadership and Management

Professional Skills and Development

Tactical Development Communication

U.S. Air Force Officer Training School

US

Professional, 12/1985

Relevant Coursework, Licensures and Certifications:

Commissioned as an officer in the United States Air Force

Illinois State University

Normal, Illinois

US

Master's Degree, 5/1994

120 Semester Hours

Major: Criminal Justice Science

Illinois State University

Normal, Illinois

US

Bachelor's Degree, 5/1985

Major: Criminal Justice Science

Minor: Sociology

JOB RELATED TRAINING

Discipline Hearing Officer Certification 2/05
EEO Training for Supervisors 5/03
Public Information Officer Certification 6/2002
Introduction to Supervision 4/2000
Core Skills 12/99

Since beginning with the Bureau in May 1994, I completed the Cross Development Courses in the following areas: Case Management, Community Corrections, Inmate Systems Management, Correctional Services, Female Offenders, Employee Development, Education, Program Review, Computer Services, Human Resource Management, Psychology Services, Health Services, Food Services, and Religious Services.

ADDITIONAL INFORMATION

Time Off Award, October 2005, FCC Forrest City
Time Off Award, April 2005, FCC Forrest City
Time Off Award, July 2002, FPC Bryan
Quality Step Increase, May 2001, FCC Victorville
Supervisor of the Quarter, March 2001,
Time Off Award, June 2000 (Activation),
Time Off Award, June 2000 (CMT),
Letter of Commendation, March 2000,
Special Act Award, August 1999,
Quality Step Increase, May 1999,
Time Off Award, May 1999,
Special Act Award, February 1999,
Special Act Award, July 1998,
Quality Step Increase, May 1998,
Special Act Award, April 1998,
Sustained Superior Performance Award, May 1996,
Special Act Award, June 1995,
Special Act Award, August 1994,

Resume

Day Phone:

Evening Phone:

Email:

Social Security Number:

Country of citizenship: United States of America

Veterans' Preference: No

Registered for Selective Service

Contact Current Employer: Yes

AVAILABILITY

Job Type:

Permanent

Work Schedule:

Full Time

DESIRED LOCATIONS

WORK EXPERIENCE

Federal Correctional Institution

US

7/2004 - Present

Grade Level:

Salary: USD Per Year

Hours per week: 40

Correctional Officer, GS

My responsibilities include: supervise and police inmates, provide guidance and direction of orderlies and other inmate job details, provide written and oral communication to both staff and inmates, conduct routine pat searches and visual searches and control contraband

Contact Supervisor: Yes

Supervisor's Name: Lieutenant

Supervisor's Phone: 459-987-3322

Sheriff's Office

City, State

US

8/2000 - 7/2004

Salary: USD Per Year

Hours per week: 40

Detective

My responsibilities included: respond to emergencies, apprehend suspects, investigate alleged criminal activity, generate reports and additional paperwork, provide court testimony and depositions, interview multiple persons and interrogate suspects. I was promoted to detective after 11 months of working in Patrol. I was not required to start initially in the Property Crimes Division like most other detectives and was

assigned directly in the Sex Crimes and Child Abuse Division of the Major Crimes Unit. My major duties included interviewing victims, witnesses and suspects of alleged sex crimes and/or child abuse cases. I would generate detailed investigative reports with my findings and would make a physical arrest, generate an arrest warrant, file the packet with the State Attorney's Office for prosecution consideration or unfound the case. I would routinely respond to incident locations where both crime scenes were established and/or needed to be established. I was responsible for evidence collection and preservation in preparation for possible prosecution. Due to the fact I was assigned to the Major Crimes Unit, I would frequently assist our sister detectives in the Robbery and Homicide Division of the Major Crimes Unit. I have assisted on multiple occasions in locating and interviewing witnesses, collecting evidence, taking initial photographs of crime scenes and maintain the crime scene until the lead detective arrived. Incidents in this capacity I have assisted in investigating include: homicide, aggravated batteries, aggravated assaults, suicide, bank robberies and manslaughter. In addition to being a detective in the Major Crimes Unit, I was given advanced training in the field of Computer Crimes. I was given cases where I would have to locate evidence on the computer's hard drive, isolate that evidence, duplicate it to a hard drive to be used as evidence and delete the evidence located on the original hard drive prior to its return to the owner or forfeit to the state.

Contact Supervisor: Yes

Supervisor's Name: Sgt. Detective

Supervisor's Phone: 354-895-6253

Sheriff's Office

City, State

US

1/1998 - 7/2000

Salary: USD Per Year

Hours per week: 43

Deputy Sheriff

My responsibilities included: direct supervision of inmate trustees, respond to emergencies, apprehend suspects, generate reports and additional paperwork, provide court testimony and depositions, interview multiple persons and interrogate suspects

Contact Supervisor: Yes

Supervisor's Name: Sgt. Officer

Supervisor's Phone: 687-9585

EDUCATION

Community College

City, State

US

Some College Coursework Completed

44 Semester Hours

Major: Criminal Justice

Relevant Coursework, Licensures and Certifications:

State Law Enforcement Certification

JOB RELATED TRAINING

Throughout my career, I attended several advanced courses and/or training pertaining to interviews and interrogations. I received 20-hour advanced training for interviews and interrogations in 1999 and sexual abuse during a 40+ hour week-long course in 2000. I received advanced training from several computer crimes courses in 2002, as well. I had become a state certified field training officer, which contained a section on law enforcement officer (trainee investigation) Internal Affairs.

LANGUAGES

Spanish

Spoken: Novice

Written: Novice

Read: Novice

REFERENCES

Reference #1

Federal Correctional Institution

Officer

Phone Number: 456-897-8999

Reference Type: Professional

ADDITIONAL INFORMATION

Due to the fact that I have experience with computers, I have knowledge with a variety of computer software and have a general knowledge of its hardware.

I can type approximately 40 words a minute.

I received the exceptional marksman award in Glynco.

Resume

Day Phone:

Evening Phone:

Email:

Social Security Number:

Country of citizenship: United States of America

Veterans' Preference: No

Registered for Selective Service

Highest Grade:

Contact Current Employer: Yes

AVAILABILITY

Job Type:

Permanent

Work Schedule:

Full Time

DESIRED LOCATIONS

WORK EXPERIENCE

Federal Correctional Institution

US

7/2002 - Present

Grade Level:

Salary: USD Per Year

Hours per week: 40

Lieutenant, 0007

Since February 2006, I have been assigned as the Acting Captain of the Federal Correctional Institution. In this capacity, I am considered the subject matter expert on all security related issues. I am responsible for oversight and supervision of the Correctional Services department. From February 2004, through the present, I have been assigned as the Special Investigative Supervisor. For a majority of my assignment as the SIS Lieutenant I have also served as the SIA. A major responsibility I have as the SIS Lieutenant, is being a liaison for the Institution, and the official point of contact for law enforcement officials at the Federal, State, and Local levels. As the liaison, I am actively involved in receiving and disseminating information regarding inmates who are currently housed in, or are in the pipeline to be housed at Oklahoma City, that may pose a management problem to staff, due to their Security Threat Group affiliations. Based upon my contacts with such a large quantity of Law Enforcement Agencies, I am required to interpret and apply numerous policies and procedures from, not only the B.O.P., but Federal, State and Local Law Enforcement as well. I promote and establish communication links which provide the most efficient level of cooperation between the Bureau of Prisons, and Federal, State and Local Law Enforcement agencies. One of my other primary roles as the SIA/SIS Lieutenant, is to assist in the investigation of criminal acts committed by staff and/or inmates. In these cases, I act as a liaison and assist the Federal, State, and Local Law Enforcement in preparing cases for prosecution. I am also responsible as

the SIA/SIS Lieutenant, to investigate and write reports concerning staff and inmate investigations, which may involve criminal prosecution. I make conclusions and recommendations to the Institutional Executive staff and at times Regional and Central Office staff, based upon my investigative report. In addition to my liaison role as the SIA/SIS Lieutenant, I take a pro-active approach in gathering intelligence information regarding inmates or groups of inmates that may pose a threat to the security of the Bureau of Prisons, or the safety of others. I maintain a detailed knowledge of inmates that are Disruptive/Security Threat Group members, as well as inmates that pose a security risk to the Institution including, but not limited to: inmates with escape history; inmates that have introduced drugs; inmates with assaultive behavior; and inmates with special skills such as locksmith, pilot and explosive experts. I instruct Institutional Familiarization and Annual Refresher classes in all areas affecting Correctional Services and the SIS Office.

Contact Supervisor: Yes

Supervisor's Name: Tom Supervisor

Supervisor's Phone: 235-680-4032

Federal Correctional Institution

US

11/1997 - 7/2002

Grade Level:

Salary: USD Per Year

Hours per week: 40

Lieutenant, 007

As A GS-11 Lieutenant, I have been assigned a multitude of duties, and I have handled numerous tense situations. I have written Post Orders, Institutional Supplements, Contingency Plans, Breaching Plans, Job Descriptions, Correctional Services Institutional Admission and Orientation Program, and Investigative Reports. I utilize my time in an effective manner, ensuring that my daily duties are completed in a timely manner. I have the ability to motivate both staff and the inmate population in completing assignments and details according to policy, and I have been commended by supervisors for my leadership ability. From October of 1998, to October of 2000, I was assigned as the Special Investigative Supervisor.

From March 1998 through December 1998 and from April 2001 through July 2001, I served as a Disturbance Control Team Leader. My tenure as a Disturbance Control Team Leader required me to conduct bi-monthly training of team members. During these training sessions I communicated Bureau of Prison policies and procedures related to use of force, chemical agents, baton use, and squad formations. Due to the potential, for the squad members being required to rely upon these policies and procedures, in life threatening situations, it was imperative that I disseminated the information in a manner that could be easily understood and applied. I was responsible for oversight of the Tool Control program.

My duties as the Administrative Lieutenant required me to effectively manage the Correctional Services compliment, ensuring that training and leave requirements of staff were met, while maintaining the necessary amount of staff to ensure the needs of the institution were met.

Contact Supervisor: Yes

Supervisor's Name: James Supervisor

Supervisor's Phone: 235-459-9856

Federal Correctional Institution

US

12/1995 - 11/1997

Grade Level:

Salary: USD Per Year

Hours per week: 40

Lieutenant, 007

As a GS-9 Lieutenant, I had the responsibility of supervising Correctional Officers assigned to my shift. This required me to supervise 15 to 24 officers and entailed ensuring the officers were performing their assigned tasks, according to local and national policies. These officers came from different backgrounds, varied greatly in age, and had a wide range of interests. To get these officers to accomplish the task at hand, often entailed using various supervisory methods. Some of these methods included, giving positive reinforcement for a job performed well and taking the proper disciplinary action for a poor job performance. On a daily basis, I was required to assign officers tasks to be completed. In assigning these tasks, I took into account the officer's experience and knowledge level. This ensured that I was not asking an officer to perform any job that he was not capable of performing. I performed perpetual audits of all areas in the institution. This required me to maintain an outstanding knowledge of Correctional Services and all related policies. Due to my knowledge of policy and proper security procedures, I was able to discover and correct a number of discrepancies. As a supervisor at the lowest grade, in Correctional Services, I was often the first person approached by line staff with a problem or concern. Due to the efforts I made at maintaining a professional, but close working relationship, with the staff I supervised, I was often able to assist these staff members in solving any problems or addressing any concerns at the lowest possible level and with the least amount of anxiety. As the S.I.S. #2 I was responsible for effectively communicating, in written form, every applicable detail of an incident or investigation. In addition, I was also responsible for writing various reports to the Captain, Associate Warden, and Warden. I wrote Performance Evaluations for 15 to 20 Correctional Officers under my supervision. I was also responsible for writing responses to BP-9 and Tort Claims. I wrote Incident Report Investigations and supporting memorandums of inmate activities.

Contact Supervisor: Yes

Supervisor's Name: Rob Supervisor

Supervisor's Phone: (656) 758-9568

Federal Correctional Institution

US

11/1991 - 12/1995

Grade Level:

Salary: USD Per Year

Hours per week: 40

Correctional Officer, 007

In November of 1991, I began my career in the Federal Bureau of Prisons as a Correctional Officer, and was promoted to Senior Officer in May of 1993. In June of 1995, I was promoted to Senior Officer Specialist. As a Correctional Officer I supervised various activities of inmates. I ensured they were conducting themselves as required by local and national policy. I maintained accountability of inmates by making rounds of my area of responsibility and conducting scheduled and unscheduled counts and census. I corrected unauthorized activity and wrote incident reports detailing prohibited acts committed. As the Tool Room Officer, I was responsible for the control and accountability of all tools in the institution. This required me to conduct frequent inspections of all institution tool rooms and tool storage areas to insure that Bureau of Prison and local policies were being followed. To accomplish this task, I was required to maintain a thorough knowledge of these policies. As a Senior Officer Specialist, I was an Assistant Squad Leader for the Disturbance Control Team.

Contact Supervisor: Yes

Supervisor's Name: Charles Supervisor

Supervisor's Phone: (254) 564-5878

EDUCATION

Alan Hancock College

CA

US

Some College Coursework Completed

4 Semester Hours

JOB RELATED TRAINING

In July 2005, I completed the Western Regional Counter Drug Training Interview and Interrogation course, which has enabled me to conduct more thorough interviews and increased my ability to detect deceptive techniques.

In November 1999, I completed basic and advanced training in the Reid Technique of Interviewing and Interrogation, which has enhanced my ability to orally communicate with individuals who are apprehensive or unwilling to do so.

REFERENCES

Reference #1

Federal Bureau of Prisons

Associate Warden

Phone Number: 123-456-8979

Reference Type: Professional

Reference #2

Federal Bureau of Prisons

Executive Assistant

Phone Number: 987-122-5566

Reference Type: Professional

ADDITIONAL INFORMATION

Performance Based QSI - April 2005

Supervisor of the Quarter - 2nd quarter, 2004

Performance Based Time Off Award for Outstanding Yearly Evaluation - April 2004

Performance Based QSI - April 2002

Time Off Award - June 2001

Performance Based QSI - April 2000

Supervisor of the Year - April 2000

Winners Edge Cash Award - December 1999

Performance Based QSI - April 1999

Special Act Award - June 1998

Resume

Mobile:

Email:

Social Security Number:

Country of citizenship: United States of America

Veterans' Preference: No

Highest Grade:

Contact Current Employer: Yes

AVAILABILITY

Job Type:

Permanent

Work Schedule:

Full Time

DESIRED LOCATIONS

WORK EXPERIENCE

IRVING TX, TX

US

2/1992 - Present

Grade Level: GS-07

Salary: 43587.00 USD Per Year

Hours per week: 40

PERSONNEL AND PAYROLL ASSISTANT, 0303

EMPLOYMENT:

May 1997	Present	Employer Name
		Employer address

Personnel Payroll Assistant

GS-0303-07 (40 hrs/wk)

November 2003-Present

Act as customer service support for DCAA Central Region by providing advice, guidance, information, and technical assistant to managers, supervisors, and employees on programs concerning personnel, payroll, leave, time and attendance, benefits, suggestion program, performance management, incentive awards, training requests, and injury compensation. Serve as liaison between employees, timekeepers, and certifiers and the Defense Finance and Accounting Services (DFAS) Pensacola and the DFAS Shared Service Center (SSC) to resolve leave, pay-related and timekeeping issues. Interface with SSC ensuring accurate and timely processing of personnel actions. Verify accuracy of information on Request for Personnel Action forms (SF52) by researching appropriate OPM regulations and Agency requirements to validate that proper action and authority codes are used. Responsible for certification of employee absences due to jury or military leave and inputting payroll related employee data into DCPS (i.e. W4, bonds, change of address, bank information, etc.). Serve as timekeeping expert for the Region, providing guidance, advice, and technical assistance on the operating system (DMIS) and impact of data entry. Maintain suspense file to ensure actions, reports, correspondence, and projects are completed by set deadlines. Compile data and prepare statistical reports for DCAA HQ, Central Region Management, and Office of Personnel

Management. Respond to ad hoc requests by reviewing information needed and accessing the appropriate database to structure and obtain reports, and compile material in logical and understandable statistical/graphic format for presentation. Prepare a wide variety of correspondence; including, but not limited to, composing letters for the Regional Directors signature regarding awards, retirement, and requests for employee transfer. Train new FAO Administrative personnel on DMIS, DCPS, and other personnel functions. Assist Human Resource Specialists team member in performing Personnel Management Evaluation (PME) reviews at branch offices to verify record keeping is maintained according to set procedures and regulations. Prepare PME review for presentation to appropriate heads of staff by analyzing the findings and making recommendations for changes to operational procedures. As a member of the personnel team, review and analyze procedures on a continual basis to revise operating procedures as needed. Maintain training files and database for personnel requesting training or reimbursement of training according to regulations and processing requirements.

Supervisor Sally Supervisor
(972-753-2625)

Management Assistant
GS-344-06 (40 hrs/wk)
May 1999 - November 20

Contact Supervisor: Yes
Supervisor's Name: Sally Supervisor
Supervisor's Phone: 972-753-2526

Employer Name

US

5/1999 - 11/2003

Grade Level: GS-06

Hours per week: 40

Management Assistant, 0344

Prepared correspondence and created a variety of administrative and financial reports as required or requested. Effectively researched and analyzed accounting or property issues and developed reports for management. Evaluate content of new or modified regulations to determine its impact on the agency and drafted analysis reports of conclusions. Maintained the IMPAC government credit card program for the Region. Compiled statistical reports regarding IMPAC card in accordance to regulation. Responsible for independent organization and prioritizing of workload to meet required deadlines. Apply knowledge of departmental priorities in planning for special projects and to allow sufficient lead time to accomplish duties on or before due dates. Served as procurement clerk, responsible for determining requirements and deciding source of supplies for purchasing property by determining the availability and cost from federal and open market sources. Responsible for advising and notifying vendors via correspondence regarding incurred billing issues. Prepared travel orders for regional employees and maintained travel database. Applied travel regulations guidance (Joint Travel Regulations) to ensure proper and expeditious processing and tracking of all

travel related documents. Maintained the Regional library ensuring that references were current. Prepared purchase orders for all office supplies and equipment. Conducted research and analysis of federal regulations and agency policies to compile statistical data as requested. Served as the principal point of contact for day-to-day mail distribution and operations. Processed and dispatched all incoming and outgoing mail, applying postal regulations at all times. Communicated with supervisors and employees effectively.

Contact Supervisor: Yes

Supervisor's Name: Tom Supervisor

Supervisor's Phone: 972-753-2532

Employer Name

US

5/1997 - 5/1999

Grade Level: GS-05

Hours per week: 40

Personnel Assistant, 0203

Served as administrative and technical support to DCAA Central Region Human Resources Division. Reviewed personnel actions for accuracy and input data into the personnel system. Maintained time and attendance records and personnel payroll system for employees in the region by updating and making changes as required. Disseminated information, advice and guidance regarding all payroll issues to employees, supervisors, or heads of principal staff as needed. Compiled a variety of reports from various programs using Excel and Access as required by set deadlines or upon request. Answered telephones, distributed mail, and maintained administrative, personnel, and payroll filing system.

Fighter Wing Plans and Programs

NAS Fort Worth, Tx

US

3/1997 - 5/1997

Grade Level: GS-04

Hours per week: 40

Secretary Office Automation, 0318

Served as administrative office management support to plans and programs function. Typing performed from voice recordings and written material. Used word processing software and printing equipment to create documents. Coordinated travel arrangements with travel agency and preparation of any needed travel documents. Responsible for maintaining tickler and event calendar in order to keep supervisor informed of upcoming requirements and deadlines. Proofread, edited, and printed a variety of standardized documents. Maintained office files in accordance with established rules and regulations and disposition policy. Reviewed incoming correspondence to identify the appropriate action, disposition, and establish suspense date if needed.

Employer Name

US

8/1994 - 1/1997

Grade Level: GS-05

Hours per week: 40

Office Automation Assistant, 0326

Served as administrative support for the department. Drafted and prepared all correspondence and documents for appropriate signatures and distribution. Issued shipping forms, along with preparing purchase request for publications and supplies. Organized and efficiently maintained over 350 technical files in accordance with file maintenance regulations. Prioritized work tasks in order to meet suspense. Researched regulations policy and procedures daily to develop a master training exercise schedule data base which identifies all war time/peace time training requirements for over 200 personnel. Tracked documents and scheduled all training required in accordance to regulations. Reviewed over 200 files on a quarterly basis to ensure accuracy and regulation compliance. Maintained the American Express applications and determined if individuals met qualifications. Kept records of balance on the American Express cardholders on a daily basis.

Contact Supervisor: Yes

Supervisor's Name: John Supervisor

Supervisor's Phone: (916-634-2051)

Transportation 293rd Base Support

APO AE 09086 Germany, Germany

Germany

1/1992 - 8/1994

Grade Level: GS-05

Hours per week: 40

Shipment Clerk, 0200

Screened and reviewed all documentation necessary for shipment and delivery of household goods and unaccompanied baggage of service members assigned to, or to be assigned, to the local area. Served as point of contact for personnel upon arrival of property. Coordinated with local carrier and owner for delivery of household goods. Advised customers on necessary procedures on any issues, such as point of contact for damaged, lost, or stolen items. Prepared message format to communicate with other installations and used a multi level telex on a daily basis. Inventoried files to ensure all out dated information was removed and files maintained in accordance to established regulations. Prepared and edited correspondence and required daily reports to ensure proper grammar and formatting. Directed incoming mail to appropriate individuals and screened material for suspense dates. Assumed lead shipment clerk functions. Provided on the job training to all new personnel. Distributed and assigned the workload within the department ensuring accurate and timely completion.

EDUCATION

N/A

N/A, N/A

US

High School or equivalent

Relevant Coursework, Licensures and Certifications:

Basic Staffing and Placement Course (2.4 CEU)

Certificate of Completion USDA Graduate School

Pay Setting for GS Positions Course (2.4 CEU)

Certificate of Completion USDA Graduate School

Personnel Management for Supervisors: Managing Attendance Leave (1.6 CEU)

Certificate of Completion USDA Graduate School

Personnel Management for Supervisors: Intro to HR Management (1.6 CEU)

Certificate of Completion USDA Graduate School

Personnel Procedures for Clerks and Assistants Course (2.4 CEU)

Certificate of Completion-USDA Graduate School

Wichatafalls

Wichatafalls, tx

US

High School or equivalent

JOB RELATED TRAINING

Education/Training:

Mississippi College AR, Certificate 0596-0606

Maryland University AR, Certificate 0786-0886

Yuba Community College CA, Certificate 0895-0896

Basic Staffing and Placement Course (2.4 CEU)

Certificate of Completion USDA Graduate School

Pay Setting for GS Positions Course (2.4 CEU)

Certificate of Completion USDA Graduate School

Personnel Management for Supervisors: Managing Attendance Leave (1.6 CEU)

Certificate of Completion USDA Graduate School

Personnel Management for Supervisors: Intro to HR Management (1.6 CEU)

Certificate of Completion USDA Graduate School

Personnel Procedures for Clerks and Assistants Course (2.4 CEU)

Certificate of Completion-USDA Graduate School

Personnel Management for Supervisors: Managing Attendance Leave (1.6 CEU)

Certificate of Completion USDA Graduate School

Personnel Management for Supervisors: Intro to HR Management (1.6 CEU)

Certificate of Completion USDA Graduate School

Personnel Procedures for Clerks and Assistants Course (2.4 CEU)

Certificate of Completion-USDA Graduate School

Microsoft ACCESS XP Level 2 (6 CEU)

Certificate of Completion CompUSA

Workplace Diversity Course (4 CEU)

Certificate of Completion Naval Education Training Command

Ethics Training (1 CEU)

Certificate of Completion - DoD Standards of Conduct Office

Summary of qualifications:

Microsoft Office, Word, Outlook, WordPerfect, Excel, PowerPoint, Access

Windows XP, 98 and ME operating systems

Internet and Intranet usage (email, search, download, etc)

DMIS (Defense Military Information System database)

DCPS (Defense Civilian Pay System)

ORACLE (web based personnel program)

Automated office equipment

Filing (both alpha and numeric)

Extensive customer service experience

Timekeeping and payroll experience

AWARDS:

Time Off Award

Support of Central Region recruitment and hiring process for FY2004

On-the-Spot-Award

Assisting in the timely processing and distribution of annual performance awards for

Central Region personnel

On-the-Spot-Award

For presentation created and given at Administrative Conference on accessing Pay and Benefits.

I certify that I type at least 45 words per minute.

Personal references furnished upon request

REFERENCES

Sam Reference

Defense Contract Audit Agency

Human Resources Specialist

Phone Number: 9727532527

Email Address: sreference@dcaa.mil

Reference Type: Professional